



CLASS "D" BARTENDER'S LICENSE INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION
ROOM 105, 200 E. WELLS ST., MILWAUKEE, WI 53202
(414) 286-2238 EMAIL: LICENSE @MILWAUKEE.GOV

LICENSE PERIOD: Biennial; license expires on December 31 in the year after the year in which it was granted.

APPLICATION: Complete, print, sign and submit application to City Clerk's Office License Division. If the applicant has completed the Responsible Beverage Server Course*, a copy of the certificate should be submitted with the application. Applicants who have held a license in the last 2 years outside of the city of Milwaukee must provide proof of such, prior to the issuance of their license.

LICENSE FEE: \$50; must be submitted with application. Make checks payable to: City of Milwaukee.

REQUIREMENTS: Applicants must have attained at the time of filing the age of 18 years.

*ALL NEW APPLICANTS must successfully complete an approved Responsible Beverage Server Training Course, such as courses offered by the Milwaukee Area Technical College (414) 297-8370, or a similar approved course (see "Training" on the Wisconsin Department of Revenue's website at www.dor.state.wi.us)

Applicants must provide proof of course completion by submitting a copy of the certificate to the License Division.

If it has been more than 2 years since the applicant has completed the Responsible Beverage Server Course, or held an Alcohol Beverage Establishment License, Class "B" Manager's or Class "D" Bartender's License, the applicant is considered to be a new applicant and subject to the requirement of completing a Responsible Beverage Server Course.

Applicants attending Wisconsin C.A.R.E., T.I.P.S. or N.R.A. training courses must have certificates or diplomas, which indicate that the course complies with ss. 125.04 and 125.17, Wis. Stats.

FINGERPRINTING: All new applicants whose fingerprints are not already on file with the Milwaukee Police Department must report to the Police Administration Building, 951 N. James Lovell Street (7th St), Room 305, between the hours of 6:00 AM and 6:00 PM to be fingerprinted. *Renewal applicants do not need to be re-fingerprinted by the police department.*

REFUNDS: If an application is withdrawn or denied, you are eligible for a refund in the amount of \$25, provided the refund is requested no later than one year from the date of withdrawal or denial of the application. If a license is not issued, the refund must be requested no later than one year from the date of application, unless the license has been granted, in which case no later than one year from the date of granting of the license.

GRANTING: Licenses are granted by the Common Council at regularly scheduled meetings, which are usually held once a month. It generally takes about 5 to 6 weeks to process an application provided you follow the above instructions in a timely manner. Please note that no meetings are held during the month of August. After a license has been granted, it will be mailed to the applicant's home address listed on the application.

DENIAL/REVOCAION: If the Common Council, due to a police record, denies a license, the applicant can reapply within 12 months of the date of denial.

Licenses may be denied or revoked by the Common Council if a bartender violates the law or fails to comply with the rules and policies established by the Common Council and the License Committee.

DUPLICATE LICENSE FEE: The fee for a duplicate license is \$8. You must bring current photo identification.

PROVISIONAL LICENSE: Those applicants who possess a current Class "D" Operator (Bartender) license from another state of Wisconsin municipality are eligible for a provisional license upon submission of a certified copy of the other municipality's current license and payment of an additional \$15 fee.



**City
of
Milwaukee**

BARTENDER'S LICENSE APPLICATION

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(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV

ccl-110b (7/06)

Any incomplete application or application submitted without the required \$50.00 fee will be returned. Checks should be made payable to the City of Milwaukee. Return to above address.

Legal Name:			
First Name	Middle Initial	Last Name	Suffix (Jr. Sr., etc.)
List any other names by which you have been known on official records:			Date of Birth:
Address:			Apt. #
City		State	Zip Code
Mailing Address, if different from above:			
Home Phone Number () -		Cell Phone Number () -	
WITHIN THE LAST TWO YEARS HAVE YOU:			
Held a bartender's license or Class "B" Manager's License in the State of Wisconsin? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Held a Class "A" or "B" Alcohol Beverage license? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Completed a Responsible Beverage Server Training Course in the State of Wisconsin? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If you answered 'No' to all three of the above questions, you must complete a Responsible Beverage Server Course. Proof of above must be submitted to the License Division before the issuance of the license.			
ESTABLISHMENT AT WHICH YOU INTEND TO BE EMPLOYED (IF KNOWN):			
Business Name:		Address:	
<input type="checkbox"/> I wish to apply for a provisional license at this time. A certified copy of my current Class "D" Operator (Bartender) license from another Wisconsin municipality accompanies this application. (An additional \$15 fee is required.) Signature (Provisional License Only): _____ Date: _____			
Every licensee is required to read and understand all laws, ordinances, rules and regulations pertaining to the sale and dispensing of alcoholic beverages, including those listed in Chapter 125 of the Wisconsin State Statutes and Chapter 90 of the Milwaukee Code of Ordinances.			
I understand that if I am denied this license due to information contained on my police report, I cannot reapply for this license within 12 months of the date of the denial.			
SIGNATURE _____ DATE: _____			
For Office Use Only:			
Initials _____		Filed _____ License # _____	
Granted _____		Issued _____ <input type="checkbox"/> Beverage Course Completed	
If applicable: PBART # _____ <input type="checkbox"/> Certified Copy Attached			

In the event of license denial or withdrawal of the application by the applicant, \$21.00 of the application fee shall be retained for administrative and processing costs.